



**District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch**



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AMENDMENT NO. 1

TO: ALL PROSPECTIVE BIDDERS

AMENDMENT

ISSUE DATE: June 26, 2023

SUBJECT: Solicitation Number DCSC-23-RFP-104 – DC Courts Technology Training

BID SUBMISSION

DATE: Friday, July 10, 2023, no later than 2:00 p.m., Eastern Standard Time.

The subject solicitation (RFP) is amended as follows:

1. Responses to written questions received from prospective offerors are included as Attachment A to this amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be emailed in accordance with the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

Darlene D. Reynolds

Darlene D. Reynolds
Contracting Officer

This amendment is acknowledged and is considered a part of the subject solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

Attachment A – Questions & Answers
Solicitation DCSC-23-RFP-104
DC Court Technology Training

- 1) Is it mandatory to provide solutions on all the required courses? **Yes**
- 2) Is it mandatory to provide solution for both in-person and virtual training, or we can propose for any one? **Yes, both in-person and virtual training. We are looking for flexibility.**
- 3) Could you provide clarification on Item Number 0002 "Instructional Content" mentioned in the Deliverables section? What we need to provide here and how is it different from "Course Material". **Instructional Content is what the instructor will use to teach from for example PPT Slides. Course Material is anything that you will provide for the student to keep to use for future reference.**
- 4) Could you provide more details on Item Number 0005 "Inventory/ Instruments for Instruction" mentioned in the Deliverables section? It is mentioned that we need to provide a '1 list' via email. What information is being requested here and what do we need to provide? **This section is for any additional equipment or instruments that you would be using to teach the class. If you are not using anything extra, then disregard.**
- 5) In the RFP it is mentioned that "Instructors shall have teaching or facilitation experience in a court or legal environment",
 - a) is it mandatory for the proposed instructors to have experience in a legal environment? **No, however they need to have teaching experience.**
 - b) Can we propose a solution with instructors who do not have any past teaching or facilitation experience in a legal environment? **Instructors need to have teaching experience, and teaching in a legal environment is preferred.**